

ADMINISTRATIVE-INTERNAL USE ONLY

15 AUG 1972

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 58

STAT

REFERENCE: dated 3 November 1971

1. In accordance with Agency efforts to improve property accounting procedures, accountability for all ORD property is transferred from Office of Logistics to this office. FOIAB3B

2. Effective this date, is designated Accountable Officer for all ORD property.

3. As prescribed in the referenced regulation, the Accountable Officer has the following duties:

- a. To establish and maintain property accountability for all ORD materiel received, stored, and issued.
- b. To ensure that all property transactions are properly authorized and documented.
- c. To conduct annual inventories to confirm the accuracy of his accountable records.
- d. To exercise general supervisory responsibility for maintenance of effective controls over the use, care, and maintenance of issued materiel.

4. All materiel transactions will be conducted through the Accountable Officer.

FOIAB3B

for Sayre Stevens
Director of Research and Development

ADMINISTRATIVE-INTERNAL USE ONLY